



**DEPARTMENT OF CORRECTIONS  
POLICIES AND PROCEDURES**

Policy No.: DOC 4.6.1	Subject: <b>SOCIAL SERVICES PROGRAMS</b>
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Section 6: Social Services	Revision Date: Feb. 1, 1997 May 28, 1999
Signature: /s/ Rick Day, Director	Effective Date: Dec. 1, 1997

**I. POLICY:**

It is the policy of the Department of Corrections to offer a range of social services programs sufficient to meet the needs of offenders under supervision. **This policy applies to the Montana Women's Prison, Montana State Prison, Pine Hills, and Riverside.**

**II. AUTHORITY:**

53-1-203, MCA. Powers and Duties of Department of Corrections

**III. DEFINITIONS:**

**Designated Staff** for the purposes of this policy, means qualified staff assigned to provide social services programs to the offender population.

**Clinical Director** means the person designated to oversee and supervise social services programs.

**IV. PROCEDURES:**

Social service programs ordinarily include planned activities designed to promote the offender's social adjustment and assist in resolving individual personal and interpersonal problems. Designated staff will be the primary resource for offenders to learn about, enroll in, and evaluate their participation in social services programs.

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**A. Staffing**

Designated staff forms the basis for providing social services programs to offenders. The programs will be under the supervision of an individual who meets the following minimum qualifications:

- C A bachelor's degree in social or behavioral science or a closely related field
- C Training in counseling, planning, development, administration, and/or delivery of social services
- C The ability to oversee planned, organized counseling/educational training programs for qualified staff members.

**B. Programs**

Social service programs will typically include individual, group, and crisis intervention counseling to assist offenders in dealing with personal problems.

1. These programs will be provided by qualified staff, contract employees, or volunteers and will be accessible to offenders pursuant to facility/program policy.
2. Chemical dependency programs for drug and alcohol addiction/abuse will be offered.
3. Vocational placement will be provided in accordance with local resources.
4. Community resources will be utilized to provide services that cannot be provided by facility/program staff.
5. Individual program direction for each offender will be provided by the clinical and case management team. Offenders may request assistance in addition to that provided by team members at the time of classification and at subsequent program reviews.

**C. Caseloads**

Workloads for social services programs staff should not exceed 100 offenders, including community resources used to supplement staff. This determination will include considerations of the following:

- C Population served
- C Institutional security
- C Reports to be produced
- C The level of counseling services that are required for a particular offender group.

**D. Staff Training**

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The training provided to facility/program staff who deliver social services will require selection by the Clinical Director and/or the Warden/Superintendent/Program Administrator, successful completion of the accepted training program, and a post-test for competency, when applicable.

**E. Program Assessment**

Facility/program staff will maintain records reflecting the number and type of programs, participants, and hours of offender participation. Utilizing this data, an annual assessment will be completed by the Clinical Director, addressing the social service needs of the offenders. The evaluation will include a review of statistics collected during the previous 12 months' activity. Recommendations will be submitted to the Warden/ Superintendent/Program Manager for as needed program changes.

**V. CLOSING:**

Questions concerning this policy shall be directed to the Clinical Director.